

# File Analysis Empowers FOIA Compliance

Every federal agency receives FOIA requests and must respond to these requests in a timely manner. Meeting the requirements outlined in FOIA law is extremely difficult. Active Navigation's Discovery Center can help your organization with the most difficult requirements of the FOIA process.

Using Discover Center, one person can index an entire network to find FOIA related data. Rather than manually reviewing email and files across multiple repositories, now you can simply ask the system to find relevant data pertaining to specific FOIA requests. Discovery Center will assist the user to find sensitive data not suited for release before providing a workflow that will enable staff to confirm that the data is ready for release.

Discovery	Clean	Review	Release
Use Discovery Center's indexing to find FOIA data where ever it lives without bothering your end users	Find and remediate data that is not suitable for public release using Discovery Center's automated PII and keyword identification	Use Discovery Center's workflow and markup fields to conduct a final review before public release	Use Discovery Center to migrate the data to a public repository or removable media

## Agencies using Discovery Center enable their FOIA offices to:

### Apply Data Identification Strategies Tailored to Incoming FOIA Requests in Real Time:

1. Rapid detailed analysis of large amounts of data
2. Rapidly isolate FOIA-relevant information across your network for incoming requests
3. Configure Classifications in Discovery Center and index entire data repositories
4. Act on data in an audited manner

### Rapidly Examine Captured Data:

1. Prevent information spillage by protecting documents that contain sensitive information
2. Mark or Classify documents not eligible to respond to FOIA Requests

### Reduce FOIA Footprint:

1. Identify documents and records according to agency record retention schedule
2. Implement Rules for defensible disposition of records and deletion of ROT reduces your FOIA footprint as a solution of using Discovery Center

### Create FOIA Response Workflows:

1. Implement Workflows to know the status of FOIA related tasks
2. Implement email notifications to get up to date status alerts on tasked sanctions

### Accurately monitor FOIA Response Reporting using Audit Trails:

1. Visualize and refine pertinent sets of data
2. Retrieve real-time metrics across multiple repositories
3. Get a full view of all FOIA related data across all repositories simultaneously



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## Active Navigation can help keep your FOIA data clean

### Nine Basic FOIA Exemptions for Discovery Center Classifications:

- **Exemption (b)(1)** protects from disclosure national security information concerning the national defense or foreign policy, provided that it has been properly classified in accordance with Executive Order 13526.
- **Exemption (b)(2)** exempts from mandatory disclosure records "related solely to the internal personnel rules and practices of an agency."
- **Exemption (b)(3)** covers information "specifically exempted from disclosure by statute."
- **Exemption (b)(4)** protects "trade secrets and commercial or financial information obtained from a person that is privileged or confidential."
- **Exemption (b)(5)** protects "inter-agency or intra-agency memorandums or letters which would not be available by law to a party ... in litigation with the agency."
- **Exemption (b)(6)** permits the government to withhold all information about individuals in "personnel and medical files and similar files" when the disclosure of such information "would constitute a clearly unwarranted invasion of personal privacy."
- **Exemption (b)(7)(A)** authorizes the withholding of "records or information compiled for law enforcement purposes, but only to the extent that production of such law enforcement records or information ... could reasonably be expected to interfere with enforcement proceedings."
  - **Exemption (b)(7)(B)** protects "records or information compiled for law enforcement purposes (the disclosure of which) would deprive a person of a right to a fair trial or an impartial adjudication."
  - **Exemption (b)(7)(C)** provides protection for personal information in law enforcement records the disclosure of which "could reasonably be expected to constitute an unwarranted invasion of personal privacy."
  - **Exemption (b)(7)(D)** provides protection for "records or information compiled for law enforcement purposes which could reasonably be expected to disclose the identity of a confidential source and information furnished by a confidential source."
  - **Exemption (b)(7)(E)** provides protection to all law enforcement information which "would disclose techniques and procedures for law enforcement investigations or prosecutions or would disclose guidelines for law enforcements investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law."
  - **Exemption (b)(7)(F)** permits the withholding of information necessary to protect the physical safety of "any individual" when disclosure of information about him "could reasonably be expected to endanger his life or physical safety."
- **Exemption (b)(8)** protects matter that are "contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions."
- **Exemption (b)(9)** protects "geological and geophysical information an data, including maps, concerning wells."
- **The (c)(1)** exclusion authorizes federal law enforcement agencies, under specified circumstances, to shield the very existence of records of ongoing investigations or proceedings by excluding them entirely from the FOIA's reach.
- **The (c)(2)** exclusion provides that "whenever informant records maintained by a criminal law enforcement agency under an informant's name or personal identifier are requested by a third party, the agency may treat the records as not subject to the requirements of the FOIA unless the informant's status has been officially confirmed"
- **The (c)(3)** exclusion pertains only to certain law enforcement records that are maintained by the Federal Bureau of Investigation.



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